

HNC PROC 4000

Activity/Project/Program Closeout

Scope

This process covers the fiscal and administrative actions necessary to closeout a project (activity, phase or program) This includes but is not limited to completion of fiscal activities, contractor evaluations, transfer documents, customer evaluations, processing of internal CE documents and contract closeout, as required.

Policy

[AR 25-400-2, The Modern Army Recordkeeping System \(MARKS\)](#)

[DFAS-IN 37-1, Finance and Accounting Policy Implementation, Chapter 27](#)

[DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 3](#)
NOTE: Chapters 8 and 17

[ER 5-1-11, U. S. Army Corps of Engineers Business Process](#)

[ER 37-2-10, Accounting and Reporting – Civil Works Activities](#)

[ER 37-345-10, Accounting and Reporting – Military Activities](#)

[ER 415-1-16, Fiscal Management](#)

[ER 415-345-13, Financial Closeout](#)

[ER 415-345-38, Transfers and Warranties](#)

[ER 1165-2-131, Local Cooperation Agreements for New Start Construction Projects](#)

[FAR 4.804, Federal Acquisition Regulation, Closeout of Contract Files](#)

Responsibility

The Project Manager (PM) is responsible for:

- Facilitating project closeout: However, the required actions will require participation of a number of Project Delivery Team (PDT) members.

- Expensing terminated projects per closeout procedures.
- For some projects, as appropriate, ensuring that necessary documentation has been received, so that project capitalization costs (accounted for in the Construction-in-Progress (CIP) account) are properly transferred out of the CIP account, and real property accountability is maintained through the responsibility of the Real Property Accountability Official

The Project Delivery Team (PDT) is responsible for:

- Assisting the PM in project closeout, which includes closeout of project financial cost accounts.
- Assisting the PM in ensuring that necessary documentation has been prepared or received.
- As appropriate, ensuring that necessary documentation has been received, so that project capitalization costs (accounted for in the Construction-in-Progress (CIP) account) are properly transferred out of the CIP account, and real property accountability is maintained through the responsibility of the Real Property Accountability Official

Customer is responsible for:

- Reviewing and accepting closeout documents
- Providing Lessons Learned and evaluation

Distribution

Project Delivery Team (PDT)

Project Manager (PM)

Resource Management (RM)

Contracting (CT)

Customer

Ownership

The Office of the Deputy for Program and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

[Acronyms and Glossary – REF 8000G](#)

[CEFMS Users Manuals Online](#)

[Earned Value Management – REF 8018G](#)

[Lessons Learned - HNC PROC 3020](#)

[PMP/PgMP Content – REF 8005G](#)

[Project Execution and Control – HNC PROC 3000](#)

[Contract Closeout – HNC PROC 4010](#)

[Safety and Occupational Health Plan – REF 8016G](#)

[Work Management – Financial Management Interface – REF 8014G](#)

Activity Preface

This process is performed whenever projects and /or phases of projects, including specific activities, are completed or terminated. Projects can also include oversight of contracts, such as Service and Indefinite Delivery, Indefinite Quantity (IDIQ). The initiation of this process will derive from [Project Execution and Control – HNC PROC 3000](#). It is important to remember that closeout of projects and /or phases of projects may serve at least four critical purposes: (1) transferring of cost to the appropriate accounts, (2) reprogramming excess funds, (3) recording of post-completion events and decisions made, and (4) providing an administrative record to serve as a basis for judicial review and community relations. It is also important to reference [Lessons Learned – HNC PROC 3020](#) during this process.

It is important that all project deliverables were completed for the project in the [Project Execution and Control – HNC PROC 3000](#). This will be verified prior to the execution of the closeout process.

In most cases, if the project work is complete, the project will end. However, if appropriate, continue to the Operation & Maintenance (O&M) phase. Otherwise, return to [Project Execution and Control – HNC PROC 3000](#) if the project work is not completed.

Project Manager (PM)

1. Verify that all Project deliverables were completed.

These may include the following:

- Designs /studies
- Products / facilities
- As built drawings
- O&M manuals
- Training
- Reports

If all project deliverables were completed in Phase III, go to Task #2. Otherwise return to [Project Execution and Control - HNC PROC 3000](#).

2. Verify that the following were completed.
 - Release of claims
 - Final contractor invoice, if applicable

If these items are complete, go to Task #3. Otherwise return to [Project Execution and Control - HNC PROC 3000](#).

3. Ensure PDT reviews un-liquidated obligations and commitments in CEFMS for completed activities.

Project Delivery Team (PDT)

4. Clear outstanding obligations and commitments.
5. Close work items / reallocate funds, if appropriate.
6. Determine if activity has an asset work item.

If activity has an asset work item, go to Task #7. Otherwise, go to Task #8.

7. Process cost transfer or Place in Service in accordance with applicable regulations, policies and HNC SOP's.
8. Determine if completion of activities represent completion of product or phase.

If completed activity (ies) represents completion of a product or project phase, go to Task #9. Otherwise, End of Activity; go to [Project Execution and Control – PROC 3000](#).

Project Manger (PM)

9. Prepare and provide customer required close-out documents (e.g. DD Form 1354) and request feedback.

10. Request Lessons Learned and completion of Customer survey.

A standard questionnaire available USACE-wide, or developed by local SOP, will provide measurable feedback from our customers.

Customer

11. Receive and review close-out documents.

12. Provide any Lessons Learned by the customer and the Customer survey.

13. Provide comments and return appropriate closeout documents.

Project Manager (PM)

14. Receive and review customer feedback.

If the customer accepted the closeout documents go to Task #15. Otherwise return to Task #9.

15. Determine if other organizations have been funded (e.g. MIPR) and are involved with the Project.

If other organizations are involved in the Project go to Task #16. Otherwise go to Task #17.

16. Request other organizations to close out their part of the project and return excess funds.

17. Ensure that PDT completes remaining closeout documents (e.g. contractor and AE evaluations) and that they are done in accord with applicable regulations

18. Review customer feedback including Lessons Learned and Customer survey.

Project Delivery Team (PDT)

19. Prepare any remaining closeout documents.

20. Determine if there are any lesson learned, record as appropriate.

If there are Lessons Learned, stop and complete [Lessons Learned - HNC PROC 3020](#).

Project Manager (PM)

21. Determine if all activity work items are closed and all funds reallocated to project work items.

If all work is complete, go to Task #22. Otherwise return to Task #3.

22. Determined if the Project is cost shared.

Each project, which is costshared, has a certain percentage that is paid by the customer in cash and/or other contributions, such as in-kind services or LERRD credits. CEFMS has the capability to determine the balancing of these percentages at the completion of a project.

Refer to [Section 26, Cost Sharing, of the CEFMS Users Manual](#).

Also refer to [ER 1165-2-131, Local Cooperation Agreements for New Start Construction Projects](#).

If the Project is cost shared, go to Task #23. Otherwise go to #25.

23. Examine total expenditures for each type of funds to determine if correct cost sharing exists and direct PDT to take necessary actions.

Project Delevery Team (PDT)

24. Process cost transfer, as necessary, in accord with cost sharing requirements and applicable regulations, policies and local SOPs.

Project Manager (PM)

25. Determine if the Project has a contract.

If the Project has a contract, stop and execute [Contract Closeout - HNC PROC 4010](#). Otherwise go to Task #26.

Project Delevery Team (PDT)

26. Determine if there are any excess funds.

If there are excess funds go to Task #27. Otherwise go to Task #28.

27. Release excess funds, notify RM to return funds to the Customer.

Project Manager (PM)

28. Prepare and send customer a memorandum closing the project with appropriate documents attached.

Customer

29. Receive memorandum closing the project.

Project Manager (PM)

30. Organize records, store / archive properly.

Ensure files are maintained in accordance with MARKS. These records include such things as project files, technical documents, reports, plans and specifications, financial documents, etc. Refer to [AR 25-400-2, The Modern Army Recordkeeping System \(MARKS\)](#)

End of Phase IV - Program/Project Closeout.

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